



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	191	Children'S Partial Care Programs	10/11/2013
Subchapter:	1	Children'S Partial Care Program Standards	
Section	10	<b>Medication administration (N.J.A.C. 10:191-1.10)</b>	

### §10:191-1.10 Medication administration

(a) Programs that receive prescribed or non-prescription medication for a child or keep non-prescription medication on hand, and have trained staff to administer the medication, shall record such administration in a medication log book, which shall contain the following information:

1. The name of the child receiving medication;
2. The type of medication, dosage, and intervals between dosages;
3. What to do if a dose is missed;
4. The reason for the medication;
5. The date and time medication was administered;
6. Possible side effects of the medication, if any; and
7. The signature and title of the staff member administering medication.

(b) All prescription and non-prescription medication shall be maintained in a locked cabinet or container, or as needed, in a locked box in a refrigerator. Staff shall ensure that the keys to the locked cabinets, containers, and boxes are adequately safeguarded and maintained and are kept out of the reach of children and youth.